



DEPARTMENT OF HEALTH & HUMAN SERVICES

Health Care Financing
Administration

7500 SECURITY BOULEVARD
BALTIMORE, MD 21244-1850

August 10, 2000

Dear Partners:

At the Health Care Financing Administration (HCFA), we recognize that our partners play an important role in providing quality services to millions of Medicare beneficiaries. Together, we are working to enable beneficiaries and/or their representatives to make informed decisions about how they receive their health care.

As part of this effort, we have been working collaboratively with our partners on the development, design, and delivery of the national Train-the-Trainer Workshops that are being delivered this summer in the HCFA regional offices. HCFA conducted a needs assessment in February 2000, which provided a basis for the development and design of the Regional Education About Choices in Health (REACH) 2000 Train-the-Trainer Workshops. Also, we considered evaluations from the REACH 1999 Train-the-Trainer Workshops.

Based on these successful sessions, we have developed a one-day program designed to address multiple audience levels. This program for partners will benefit those who are new to Medicare and those who want to enhance their current knowledge and delivery techniques. The training also focuses on changes brought about by the Balanced Budget Refinement Act (BBRA) of 1999 that impact beneficiaries, use of information sources to stay current on the Medicare Program, and various aspects of training delivery methodology.

We are inviting two representatives from your agency/organization to attend the training session for National Medicare Education Program (NMEP) Alliance Network partners on September 14, 2000. This training session will be held from 8:00 a.m. to 4:30 p.m. at the Wyndham City Center Hotel at 1143 New Hampshire Avenue, N.W., Washington, DC 20037.

Enclosed you will find the following information: a one-page description of the training modules; a description of the workshop; a registration form; and a logistics information sheet. Please ask the representative(s) for your agency/organization who plan to attend the training for NMEP Alliance Network partners to complete the registration form and fax it to Angela Scott, Aspen Systems Corporation, at (301) 519-5855 by August 25, 2000.

Since this is a working session, business casual attire is appropriate. Lunch will be on your own.

If you have additional questions about the training, please contact Joe Slattery at (410) 786-0258 or Spencer Schron at (410) 786-1075.

Sincerely,

A handwritten signature in cursive script that reads "Elisabeth A. Handley".

Elisabeth A. Handley
Director
Partnership Development Group

Enclosures